



U.S. DEPARTMENT OF STATE VIRTUAL FELLOWS PROGRAM PROJECT DESCRIPTION – M/PRI



This project seeks a Virtual Fellow to serve with the **Under Secretary for Management, Office of Management Policy, Rightsizing and Innovation (M/PRI) as Apex Consultant.**

Fellow Location: The Fellow will serve virtually and will not be physically located at the Department of State.

Project Name: Apex: Leadership and Management at State.

Project Description: Apex is a leadership and management program that combines the new leadership and management tenets just approved by the Secretary:

- 1CA (Consular Management Project) initiative, which is a Balanced, SMART and Lean approach to and problem solving toolkit for Consular Affairs;
- Collaborative Management Initiative (CMI) invigoration project with emphasis on continuous process improvement and data-driven decision-making.

Background: We have a five-year program aimed at nothing short of wholesale cultural change in the way we conduct our affairs and solve our problems. The effort is across the board, both domestic and overseas, generalist and specialist, Americans and Locally Employed (LE) staff. The Under Secretary for Management pledged his support and promised resources to complete what will eventually be a 17-person team. We have briefed many bureaus and offices, up to and including the Deputy Secretary for Management and Resources. All pledged not only moral but material support in the form of people and money. We have a strategy for outreach and training that includes web-based resources, travel, and inclusion in all of the relevant courses of the Department's Foreign Service Institute.

Program Requirements: The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

Project-specific Knowledge, Skills, or Abilities:

- Management Consultant Background;
- Familiar with ISO 9000, Lean Six Sigma and other similar tools;
- Experience in change management and training in above.

Clearance: The Fellow must be a U.S. citizen and must receive a Public Trust determination prior to starting his/her service. The Virtual Fellows Program staff will work with the accepted candidate to obtain the Public Trust determination. (Note: A candidate is NOT required to have a Public Trust determination prior to applying for this project.)

Remuneration: The Virtual Fellow will be appointed to the federal civil service as an intermittent, unpaid consultant. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with his/her participation in the Program.